

13 AUG 1968

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9 AUGUST 1968

OFFICE OF SECURITY DIRECTIVE NO. 68-7

FOR : ALL DEPUTY DIRECTORS, STAFF AND DIVISION CHIEFS

SUBJECT: REVIEW OF RETIRED MATERIAL

ON 11 JULY 1968, ALL DEPUTY DIRECTORS WERE BRIEFED ON THE STATUS OF THE AGENCY'S RECORDS ADMINISTRATION PROGRAM. AT THIS BRIEFING, COLONEL WHITE STATED THAT THE VOLUME OF RETIRED RECORDS MUST BE GREATLY REDUCED. THIS STATEMENT WAS BASED ON THE FACT THAT THE RECORDS CENTER IS OUT OF SPACE AND IMMEDIATE STEPS MUST BE TAKEN TO RE-CLAIM SPACE PRESENTLY OCCUPIED BY RECORDS OF QUESTIONABLE VALUE.

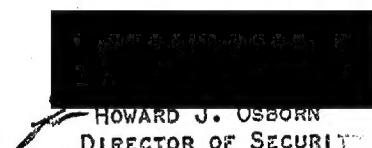
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THE OFFICE OF SECURITY RECORDS MANAGEMENT OFFICER, [REDACTED] HAS REVIEWED ALL THE EXISTING CONTENT DESCRIPTIONS OF AN ESTIMATED THREE THOUSAND FEET OF SECURITY MATERIAL NOW STORED AT THE CENTER. THE REVIEW DISCLOSED THAT A GREAT DEAL OF THE MATERIAL RETIRED IN THE MIDDLE 1950'S ON UP TO THE EARLY 1960'S IS NO LONGER RETIRED, BUT DESTROYED AT HEADQUARTERS. HOWEVER, THE OLD MATERIAL IS STILL AT THE CENTER. OTHER TYPE MATERIAL, SCHEDULED FOR DESTRUCTION IN THE MIDDLE 1960'S, IS STILL AWAITING OFFICIAL APPROVAL TO DESTROY. IN ALL, A REVIEW OF THE DESCRIPTIVE CONTENTS OF MATERIAL AT THE CENTER BY RESPONSIBLE OFFICE OF SECURITY OFFICIALS APPEAR AT THIS TIME TO BE IN ORDER.

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[REDACTED] WILL ASSEMBLE THE EXISTING CONTENT DESCRIPTIONS INTO COMPONENT ORDER AND WILL MAKE ARRANGEMENTS TO MEET WITH THE RESPONSIBLE SECURITY OFFICIAL TO SEPARATE AND DESIGNATE THOSE RECORDS FOUND TO HAVE NO CONTINUING VALUE. THESE RECORDS SHOULD BE APPROVED FOR IMMEDIATE DESTRUCTION. A FOLLOW-UP REPORT OF ACCOMPLISHMENT WILL BE FORWARDED BY THE OFFICE OF SECURITY RECORDS MANAGEMENT OFFICER TO THIS OFFICE AT THE COMPLETION OF THIS PROJECT.

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GROUP I
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